



### **Position Summary:**

Under the supervision and support of the Vice President, Human Resources and Compliance, this role will support and lend assistance to the following areas of human resources including, but not limited to: HRIS support and development, benefits administration, compensation, performance management, recruitment process, employee relations and employee relations activities, coordination of orientation (NET) New Employee Training and (QNHO) Quarterly New Hire Orientation, assisting with the development of supervisor or management training modules or programs, contributing to human resources compliance and auditing activities and survey preparedness, and employee satisfaction and retention. Administers Workers Compensation, oversees all Leaves including FMLA, NYS PFL, NYS Disability, Unemployment Insurance, Employee Accidents/Illnesses and OSHA programs.

### **Qualifications: Experience, Education and Licensure:**

Bachelor's degree in human resources, business, or related field preferred, or equivalent combination of education and experience, will be considered.

- Excellent PC skills including Microsoft Suite (Word, Excel, Power Point).
- Knowledge of HRIS systems (ADP strongly preferred)
- Minimum of two-four years progressively responsible human resources experience and within the health care industry, strongly preferred
- Must display a high degree of integrity, confidentiality and awareness when interfacing with all customers
- Engenders trust and collaboration with all
- Fosters the open-door philosophy of human resources
- Supports the mission, vision goals of the affiliate, leadership and senior management team • Available to work evenings and weekends, as needed.
- Maintain the high confidential nature of human resources work
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with staff and managers.
- Collect, compile and analyze information and data.
- Convey a positive and professional image to applicants and staff.
- Contributes to self-development and professional growth as a human resource professional and in commitment to the profession
- Keeps abreast of all regulatory, legal and compliance updates
- Displays commitment to the goals of Planned Parenthood.

Please submit resume to [phyllis.kapelus@pphp.org](mailto:phyllis.kapelus@pphp.org)